

STATE OF DELAWARE

FY 2007

GMEN

(GAAP On-Line)

***DATA ENTRY
GUIDE***

***DIVISION OF ACCOUNTING
FINANCIAL ACCOUNTING & REPORTING SECTION***

Revised 07/03/07

2007 GMEN DATA ENTRY GUIDE

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INTRODUCTION TO GMEN

Beginning with the preparation of the ***Fiscal Year 1992 GAAP*** Package, the ***GAAP*** Conversion project advanced to on-line data entry on the DFMS ***GAAP*** module - ***GMEN***. On-line data entry implies interaction with ***GMEN*** edit programs. In this program, the ***GAAP*** package will be prepared as before on the hard-copy forms provided in the package. On ***GMEN***, blank document formats are displayed on terminal screens and are filled in during the data-entry process, using the completed hard-copy forms.

FY 2007 GAAP continues the on-line data entry. Based on your feedback and recommendations, there have been a few modifications made to various documents and to data entry procedures. Please review these instructions carefully. If there is anything you do not understand or if you encounter difficulties in data entry on any screen, please contact Karen Chrisler - **672-5506**.

GMEN is a highly specialized DFMS module. Please remember that ***GMEN*** is a modified extension of DFMS. Although many of the features, for example ***ACTION*** fields, are identical to DFMS, you need to be aware that ***GMEN*** has exceptions to what is considered "normal" DFMS activity. ***GMEN*** is run through MTI (Master Table Inquiry) tables. These instructions refer to ***GMEN's*** MTI tables as documents and to the process of loading these tables as data entry. This does not follow the normal DFMS procedures and terminology relating to "data entry". We are aware that this may cause some confusion. Please remember that the following instructions and procedures provided in this manual apply ONLY to ***GMEN***, and not to the balance of DFMS.

GMEN programs tell the computer which screen to display, what to do with the data you've entered, and how to format the data to comply with program requirements. ***GMEN*** provides some on-line edits (as in DFMS). This means that the data entered on the documents is edited by ***GMEN*** programs and tested for validity. If data is rejected, error messages are displayed on the screen. Data must be corrected (must be valid according to the edits) in order to be saved by the system. A listing of possible error messages can be found beginning on page 33 of this manual.

GMEN is accessed on DFMS through table inquiry - MTI. ***GMEN*** has been set up as menu-driven to assist you in data-entry. The document forms displayed on terminal screens are designed and numbered as they are in the ***GAAP*** package. To decrease your data entry, ***GMEN*** has been programmed to provide totals in as many areas as possible. The final summary forms (***I-III***) are completed by ***GMEN*** and are scan only, allowing you to compare and verify the accuracy of your data entry. In addition, prior fiscal year totals have been rolled forward as applicable in the related supporting detail summaries for comparison purposes.

As with DFMS, ***GMEN*** has defined security codes. These codes are assigned to agency personnel by DFMS to allow them to either scan, enter or both according to agency request. For example - An individual in Administration at Division level may both enter and scan documents for their budget unit. An individual in Department Administration (for example the Dept. Controller) may have scan capability for documents for all Divisions within their Department. That individual would not be able to both enter his individual agency activity and scan all other Divisions. What he should do is assign the responsibility (and update the security code) for data entry for his agency to another individual in his agency and request scan capability for himself. Refer to Accounting Memo # 92-30 for instructions regarding updating security codes and/or contact Karen Chrisler - **672-5506**.

ACCESSING GMEN

The **GMEN** program and records are accessed through DFMS and centrally stored in a computer at the Office of Information Systems in Dover. In order to access **GMEN**, a DFMS terminal must be available at your location. Because of the wide variety of terminal keyboards in use, it is not possible to include detailed instruction about keyboard operation in this manual. Consult the manufacturer's guide that came with the terminal.

SIGN - ON TO DFMS :

The method of signing on to DFMS may vary due to specific agency requirements. Follow the procedures established for your agency to sign on to DFMS. Specific instructions regarding DFMS sign-on/ACF2 security can be found in the DFMS Data Entry Guide, Section 2 "Accessing the System".

After signing on to DFMS,

Select option "# 1 " MTI and press enter. Type " N " in the Action field and type " GMEN " in the Table ID field and press ENTER.

This will enter you into **GMEN**, the **GAAP** package data entry module, and bring up the **GAAP** Welcome Screen:

ACTION: L TABLEID: GMEN USERID:				
WELCOME TO THE WORLD ACCORDING TO				
GGGGGGGGGG	AAAAAAAAAAAA	AAAAAAAAAAAA	PPPPPPPPPPPP	
GGGGGGGGGGGG	AAAAAAAAAAAA	AAAAAAAAAAAA	PPPPPPPPPPPP	
GG GG	AA AA	AA AA	PP PP	
GG	AA AA	AA AA	PP PP	
GG	AAAAAAAAAAAA	AAAAAAAAAAAA	PPPPPPPPPPPP	
GG GGGGGGGG	AA AA	AA AA	PP	
GG GG	AA AA	AA AA	PP	
GGGGGGGGGGGGGG	AA AA	AA AA	PP	
GGGGGGGGGGGGGG	AA AA	AA AA	PP	
PRESS ENTER TO CONTINUE.				
TYPE " E " IN THE "ACTION:" FIELD AND PRESS ENTER TO EXIT.				

TO CONTINUE - check the **ACTION** field. It should be " L ". If not, tab or arrow to the **ACTION** field. TYPE " L " and press ENTER. The **GAAP " Information Screen "** will appear.

GAAP INFORMATION SCREEN - GMN1

This screen provides communication of information from Department of Finance personnel. The MTI Table ID is ***GMN1***. It should be reviewed weekly beginning July 9, 2007 and at the beginning of each session of data entry. If you wish to proceed with data entry or to scan previously entered documents, simply press ENTER. This will bring up the ***GAAP*** module Menu. If you are reviewing this screen but do not wish to continue with data entry, type an " ***E*** " in the ***ACTION*** field and press ENTER. This will Exit the ***GMEN*** program.

Below is a sample of the information screen as it will appear on your terminal:

ACTION: L TABLEID: GMN1 USERID:

INFORMATION SCREEN: GMEN DATA ENTRY IS SCHEDULED TO OPEN 7/09/07

DURING DATA ENTRY, IF A FORM DOES NOT APPLY TO YOUR AGENCY, BE SURE TO COMPLETE THE HEADER AND TYPE AN "X" IN THE N/A FIELD.

THE GAAP PACKAGE IS DUE ON AUGUST 3, 2006 IF YOU REQUIRE ASSISTANCE, PLEASE CALL KAREN CHRISLER AT 672-5506.

WHEN PROCESSING PVS OR IVS FOR SPIIT PERIOD BILLS – EX UTILITY BILLS FOLLOW DIRECTIONS IN THE GAAP PKG FOR DATE OF SERVICE – IF PERIOD ON BILL BEGINS PRIOR TO 6/16 USE JUNE 0607 FOR THE DATE OF SERVICE. IF BILL BEGINS 6/16 OR LATER USE JULY – 0707.

It is suggested that you print out this screen weekly. All corrections to the program procedures will be made on this screen.

As before, instructions appear on the screen. With " ***L*** " in the ***ACTION*** field, pressing ENTER will continue the program and bring up the ***GAAP*** Module Menu screen called ***MENU FOR GAAP PACKAGE*** (next page). Or, change the ***ACTION*** field to " ***E*** " and press ENTER to Exit the entire ***GMEN*** program.

MENU FOR GAAP PACKAGE

The ***MENU FOR GAAP PACKAGE*** screen has been established to make it easier to move between screens. Rather than having to know the table ID for each document or having to page through all the documents until you get to the one you need, you simply select the document from the menu. A copy of the ***MENU FOR GAAP PACKAGE*** screen as it will appear on your terminal is as follows:

ACTION: TABLEID: GMN2 USERID:			
MENU FOR GAAP PACKAGE			
TYPE AN X BY THE PAGE YOU DESIRE			
PAGE #		SCREEN TITLE	
I ()		SUM FIN	II ()
III ()		SUM FIN	A-4 ()
A-4B ()		CSH. CHK. SAV ACCT SUM BANK	A-6A ()
A-6B ()		INVTMT ACCT BAL (PR YR)	A-10A ()
A-10B ()		GASB CREDIT RISK	A-12A ()
A-12B ()		ACTIVITY SUMMARY	B-4A ()
B-4B ()		ACCT REC SUMMARY (PR YR)	B-4C ()
B-4D ()		ACCT REC ALLOWANCE (PR YR)	B-4E ()
B-4F ()		ACCT REC DUE FROM SUM (PR YR)	B-4G ()
B-4H ()		ACCT REC DUE FROM ALLOW (PR YR)	C-4A ()
C-4B ()		ACCT PAY SUMMARY (PR YR)	D-4 ()
E-5 ()		GRANTS REC/ADVANCES SUMMARY	F-2 ()
F-4A ()		SUMM LEASE LIABILITY (PROP)	F-4B ()
H-3A ()		CONSTRUCTION WORK IN PROG	H-3B ()
G-5 ()		COMPENSATED ABSENCES	
DATA ENTRY PAGES A-4 THRU H-3A WILL AUTOMATICALLY ROLL FORWARD INTO SUMMARY FORMS I TO III.			

The ***MENU FOR GAAP PACKAGE*** screen allows you to select a document for scanning or for data entry. Enter " L " in the ***ACTION*** field, TAB down and type an " X " to select the page or document screen you wish to scan or data enter. Press ENTER.

*** * YOU MUST COMPLETE THE FOLLOWING STEP EACH TIME
YOU SELECT A DOCUMENT FROM THE MENU !**

When the selected document screen appears, Type " S " in the ***ACTION*** field. Enter the 6-digit ***AGENCY CODE*** and the ***FISCAL YEAR (FY)***. Press ENTER. This step allows the system to search for any Prior Year information that applies to your agency. The ***GMEN*** program is designed to allow you to " Leaf " forward through the various documents without returning to the menu for every document. The ***AGENCY CODE*** and ***FISCAL YEAR*** will dupe to the remainder of the screens as you leaf forward through the program. However if you return to the menu to select a document, you must repeat the above procedure. Form ***A4B*** cannot be reached from the menu - select A4, complete the above steps and then leaf forward to ***A4B***. When the selected document screen appears, please refer to the specific directions for that document as found in this guide.

A listing of the *ACTION* codes and their uses in the GMEN program is shown below.

<u><i>ACTION CODE</i></u>	<u><i>GMEN DEFINITION</i></u>
" . " in the <i>ACTION</i> field	returns you to the <i>GAAP Package Menu</i> .
" A " in the <i>ACTION</i> field	allows you to <u>A</u> DD the information on the screen to the data base table. Should receive message - ' <i>all lines added</i> '. If you do not receive this message, no information has been saved. Refer to the error message listing and make any necessary corrections to data. The <i>ACTION code</i> should remain "A" because you have not yet added any information to the system.
" B " in the <i>ACTION</i> field	allows you to <u>B</u> ACK UP to a previously displayed document.
" C " in the <i>ACTION</i> field	allows you to <i>a</i>) add data to a document with existing information such as the HEADER on Lease document <i>F3</i> and documents that have prior year information displayed (such as compensated absences screen <i>G5</i>). In this case you are changing existing lines of coding.; or <i>b</i>) correct data previously entered. Enter " C " in the <i>ACTION</i> field, TAB to the appropriate field and make correction (use " <i>end of field</i> " to clear the previous entry). Press ENTER. You should receive message ' <i>All lines changed</i> '. None of the information entered is saved to the system until you receive this message. Refer to the listing of error messages (page 31) for assistance.
" E " in the <i>ACTION</i> field	<u>E</u> XITS the <i>GMEN</i> program.
" G " in the <i>ACTION</i> field	Used on Documents <i>F2 & F3</i> <u>only</u> . Dupes the HEADER information for additional screens.
" L " in the <i>ACTION</i> field	allows you to <u>L</u> EAF forward thru documents rather than returning to the main menu and selecting one at a time.
" M " in the <i>ACTION</i> field	After entering data under <i>ACTION</i> code of either "A" to <u>A</u> dd, or " C " to <u>C</u> hange, this action code will appear if there are more than two (2) error messages. Press ENTER to view the remaining

error messages. After viewing all error messages, change the **ACTION** code to the appropriate code, ("A" or "C") and correct invalid data.

"R" in the **ACTION** field

while scanning, allows you to continue to a second page (to **REFILL**) of the current form. (Only used to scan information on Documents **F2** which has multiple screens.)

"S" in the **ACTION** field

allows you to **SCAN** individual document screens.

"X" in the **ACTION** field

used after completing and adding a document screen to allow you to add an additional page to a current screen. (Used for Documents **F2** and **F3** which may have multiple screens.)

IMPORTANT :

Some section summary documents have fields for current Fiscal Year data entry and protected fields containing prior year information. These section summary documents are **A4, A4B, D4, E5, and H3A**. You must use **ACTION** code "C" to enter the current year data into the document. When all data has been keyed, press ENTER. You will receive the message '**All lines changed**' if all the data is valid. Use **ACTION** code "A" to add data on the remaining section summary documents **A6, A10A, A10B, A12A, A12B, B4A, B4C, B4E, B4G, C4A and F2A**. If the data passes all on-line edits, you will receive the message '**All lines added**'.

Please remember that screens for Detail Summaries Pages **A-4** through **H-3A** are for data entry. Screens for Summary of Financial Statements forms **I** through **III** are **SCAN ONLY**. The **GMEN** program will compute these forms based on your entry on the detail summaries. You cannot change totals directly on these Summary forms. Corrections must be made to the detail summary pages.

INPUT FORMS

GENERAL INSTRUCTIONS :

THE FOLLOWING INSTRUCTIONS APPLY TO ALL DOCUMENT SCREENS. Please review and follow these instructions carefully. If problems are encountered during any phase of data entry on **GMEN**, please contact Karen Chrisler 672-5506. Problems can be resolved and changes to or additional instruction can be provided on the Information Screen.

Input forms consist of two main parts. The **HEADER** is general information that applies to all lines coded on the form. The header information appears at the top of each form and identifies the agency and person completing the form. The **LINES** are data that appear in the body of the form. They contain specific **GAAP** package data.

HEADER :

The HEADER must be completed on all forms. The first time you select a document from the menu, there are two fields that must be completed. You must enter the 6-digit Budget Unit Code in the field **AGENCY CODE** (example - 250501) on the first document selected from the menu. **GMEN** will generate the **AGENCY NAME** based on the **AGENCY CODE**. After that, the 6-digit **AGENCY CODE** and the **AGENCY NAME** will dupe to the balance of the forms unless you return to the menu. In addition, you must enter the **FISCAL YEAR (FY)** when you select a document from the menu. **FY** should equal the fiscal year of the **GAAP** package- GAAP package for the year ended **June 30, 2007**, Fiscal Year is **07**. This **FY** will dupe to the balance of the documents until you return to the menu. Agency personnel must complete the four remaining fields in the header - **ACTION, PREPARED BY, PHONE NUMBER** and the N/A field on each remaining document.

Complete **PREPARED BY** and **PHONE NUMBER** fields with the name and phone number of the person who prepared the actual GAAP package form (not the name of the person doing data entry unless he/she also prepared the **GAAP** package form). This allows Dept of Finance personnel to contact the appropriate person for questions. The N/A field allows agencies to indicate by typing an " X ", that the information requested by the form does not apply to the agency. If the N/A field is left blank, the form must have data entry. Error messages will be received if appropriate HEADER fields are not completed or contain invalid data. No information will be saved to the system with an 'E' type error message. (error message list begins on page 31 of this manual.)

ENTRY FIELDS :

TAB to entry fields. All amount fields are numeric (**GMEN** will not accept any characters except numbers). Do not enter commas, decimal points, or dollar signs. All amounts entered should be rounded to the nearest dollar. For example - when entering an amount of \$ 2,000.56 enter 2001 and TAB to next entry field. In addition, some documents contain totals fields that are calculated by **GMEN**. Refer to directions for each document. Press ENTER only upon completing document. When ENTER is pressed, the amount fields will right justify and totals calculations will be made by **GMEN**. The messages '**All lines added**' or '**All lines changed**' will inform you that information has been saved to the computer. These messages will only appear after all error messages have been corrected.

Information entered on **GMEN** is not removed during nightly processing. Agency personnel with appropriate User ID codes may update or correct information entered for their agency until **4:30 p.m. on August 3, 2007** at which time **GMEN** will be closed out to agency data entry. Agencies will still be able to scan their **GAAP** package information but will be unable to enter or correct existing data. After August 3rd, any **GAAP** Package information not entered and all corrections must be submitted in writing to the Division of Accounting Office for entry.

Starting with Document **A-4** continuing through **H-3** and **Summary pages I-III**, in page order according to the **FY 2007 GAAP** Package, each **GAAP** package document is shown exactly as it will appear on your terminal. Instructions and reminders on **GAAP** package completion immediately follow each screen. Because the **ACTION** codes vary between documents, you should refer to the specific data entry instructions for each document as found in this manual.

DOCUMENT A4 - CASH, CHECKING & SAVING ACCOUNT BALANCES SUMMARY

Below is a copy of Document A-4 as it will appear on your terminal :

ACTION:		TABLEID: G0A4		USERID:	
AGENCY CODE:		FISCAL YR: 07		N/A: PHONE #: PAGE: A4	
AGENCY NAME:		PREPARED BY:			

CASH, CHECKING / SAVINGS ACCOUNT BALANCES SUMMARY AT 6/30

LN	GAAP FUND	RECONCILED BOOK BALANCE AT 6/30/CY	RECONCILED BOOK BALANCE AT 6/30/PY	INTEREST RECEIVABLE AT 6/30/CY	INTEREST RECEIVABLE AT 6/30/PY
#	(1)	(2)	(3)	(4)	(5)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
TOTAL					
COMMENTS:					

DATA ENTRY INSTRUCTIONS :

Agency data entry is only permitted in Col # 1, 2, and 4 on this document. These are the fields containing **FY 2007** information. The Dept. of Finance has entered **FY 2006** totals. Therefore, some of the **GAAP** Fund numbers may have already been entered for you. Use the TAB key to move from one field to another. Do not press ENTER until entire document is completed. Remember, amount fields will right justify when you press ENTER after completing all entry on document.

Using the completed FY 2007 GAAP package Form A-4 as your source document :

- 1) Change the **ACTION** field to " S ". TAB to and type your **AGENCY CODE** and the **Fiscal Year**. Press ENTER. Change the **ACTION** field to " C " to add data. (If there is **NO FY 06** information displayed in Col. # 3 and #5, AND there are no zeros in the totals column, you should use **ACTION** code " A ".) Complete balance of the HEADER. If this document does not apply to your agency, TAB over to the **N/A** field and TYPE an " X ". If this field is left blank, there must be **FY 2007** information entered on the balance of the document.
- 2) TAB to line # 1, Col # 1 and Enter the 3-digit **GAAP FUND** number. TAB to Col # 2 to continue data entry. The **GAAP Fund** number may have been entered by the Dept. of Finance when **FY 06** information was entered in Col # 3 and # 5. If so, TAB to Col # 2, **6/30/CY**.
- 3) In Col # 2, **6/30/CY Reconciled Book Balance**, enter the **FY 07** amount from Col # 2 ,form **A-4**. TAB to Col # 4, **6/30/CY** .
- 4) In Col # 4, **6/30/CY Interest Income Receivable**. Enter the **FY 07** amount from form **A-4**.

When all **GAAP** funds are entered, enter any COMMENTS then verify the **ACTION** field and press ENTER. When **'All lines changed'** or **'All lines added'** message is received, change

ACTION field to "**L**" and press ENTER to continue to the next form-**A-4B**.

DOCUMENT A4B-CASH/CHECKING/SAVINGS BANK BALANCES SUMMARY

Below is a copy of Document **A4B** as it will appear on your terminal :

ACTION:		TABLEID: GA4B	USERID:		
AGENCY CODE:		FISCAL YR: 07	N/A:	PHONE #:	PAGE: A4B
AGENCY NAME:		PREPARED BY:			
CHECKING/SAVINGS ACCOUNT BANK BALANCES SUMMARY AT 6/30					
	GAAP	BANK	BANK		
LN	FUND	BALANCE	BALANCE		
#	(1)	AT 6/30/CY	AT 6/30/PY		
		(2)	(3)		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
TOTAL					
COMMENTS:					

DATA ENTRY INSTRUCTIONS :

This document contains fields for the data entry of **FY 2007** information. The Dept. of Finance has entered **FY 2006** totals in Col. 3. Therefore, some of the **GAAP** Fund numbers may have already been entered for you. Do not press ENTER until entire document is completed. Amount fields will right justify and **GMEN** will calculate totals when you press ENTER after completing all document entry.

Using the completed **GAAP** package Form **A4B -Document** as your source document :

- 1) Change the **ACTION** field to "**S**". TAB to and type your **AGENCY CODE** and the **Fiscal Year**. Press ENTER. Change the **ACTION** field to "**C**" to add data. (If there is NO **FY 06** information displayed in Col. # 3 AND there are no zeros in the totals column, you should use **ACTION** code "**A**".) Complete balance of the HEADER. If this document does not apply to your agency, TAB over to the N/A field and TYPE an "**X**". If this field is left blank, there must be **FY 2007** information entered on the balance of the document.
- 2) TAB to line # 1, Col # 1 and enter the 3-digit **GAAP FUND**. TAB to Col # 2.
- 3) In Col # 2, enter the amount of the **FY 06 Bank Balances** from Col # 2 of Document **A4B**.

When all **GAAP** funds are entered, enter any COMMENTS as required. Verify *the* **ACTION** field and press ENTER. When '**All lines changed**' or '**All lines added**' message is received, change **ACTION** field to "**L**" and press ENTER to continue to the next form - **A6A**.

**DOCUMENT A6A-INVESTMENT ACCOUNT BALANCES SUMMARY
2007 INFORMATION**

Below is a copy of Document A6A as it will appear on your terminal :

ACTION: TABLEID: GA6A USERID:
AGENCY CODE: FISCAL YR: 07 N/A: PHONE #: PAGE: A6A
AGENCY NAME: PREPARED BY:

INVESTMENT ACCOUNT BALANCES SUMMARY AT 6/30

LN	GAAP FUND	MARKET VALUE AT 6/30/CY	INTEREST INCOME RECEIVABLE AT 6/30/CY	RECONCILED CARRYING VALUES AT 6/30/CY
#	(1)	(2)	(3)	(4)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
TOTAL				
COMMENTS:				

DATA ENTRY INSTRUCTIONS :

This document contains fields for the data entry of **FY 2007** information. The Dept. of Finance has entered **FY 2006** totals on document **A6B**. After completing & entering document **A6A**, Leaf down to **A6B** to compare **FY 2007** information to **FY 2006**. If there is greater than 5 % increase or decrease from one year to the other please use the COMMENTS section to explain. Use the TAB key to move from one field to another. Do not press ENTER until entire document is completed. Amount fields will right justify and **GMEN** will calculate totals when you press ENTER after completing all document entry.

Using the completed **GAAP** package Form A6 -Document A6A section as your source document :

- 1) Complete the HEADER. Type " A " in the **ACTION** field to indicate data entry. If this document does not apply to your agency, TAB over to the N/A field and TYPE an " X ". If this field is left blank, there must be **FY 2007** information entered on the balance of the document.
- 2) TAB to line # 1, Col # 1 and Enter the 3-digit **GAAP FUND**. TAB to Col # 2.
- 3) In Col # 2, enter the amount of the **FY 07 Market Value** from Col # 2 of Document **A6A**.
- 4) TAB to Col # 3, **FY 07 Interest Income Receivable** and enter the amount from Col #3, Document **A6A**.
- 5) TAB to Col # 4, **FY 07 Reconciled Carrying Value** and enter the amount from Col # 4, Document **A6A**.

When all **GAAP** funds have been entered, enter any COMMENTS as required. Verify that the **ACTION** field equals " A ", then press ENTER. To continue to next form, after message 'All lines added' has been received, change **ACTION** field to "L" then press ENTER.

**DOCUMENT A6B-INVESTMENT ACCOUNT BALANCES SUMMARY
2006 INFORMATION**

Below is a copy of Document A6B as it will appear on your terminal :

ACTION: TABLEID: GA6B	USERID:	
AGENCY CODE:	FISCAL YR: 07	PAGE: A6B
AGENCY NAME:		

INVESTMENT ACCOUNT BALANCES SUMMARY AT 6/30

LN	GAAP FUND	MARKET VALUE AT 6/30/PY	INTEREST INCOME RECEIVABLE AT 6/30/PY	RECONCILED CARRYING VALUES AT 6/30/PY
#	(1)	(2)	(3)	(4)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
	TOTAL			
	COMMENTS:			

Information on this screen has been entered by Department of Finance personnel, using your **FY 2006 GAAP** package. This information is for comparison purposes only. The **GAAP** funds and amounts you have entered in Document **A6B** section of form **A6** in the **FY 06 GAAP** package should be the same as the **GAAP** funds and amounts reflected on this document. You cannot change any of this information. If corrections need to be made, please call Karen Chrisler – **672-5506**. After scanning this document you may either **Leaf** forward to the next document ("**L**" in the **ACTION** field), go **Back** to the previous document ("**B**" in the **ACTION** field), return to the main menu ("." in the **ACTION** field) or **Exit** the **GMEN** program ("**E**" in the **ACTION** field). Refer to the General instructions for further information.

DOCUMENT A10A - GASB-#3 CREDIT RISK CLASSIFICATIONS CASH & INVESTMENT CLASSIFICATIONS

Below is a copy of Document A10A as it will appear on your terminal :

ACTION:	TABLEID: GA1A	USERID:			
AGENCY CODE:	FISCAL YR: 07	N/A:	PHONE #:	PAGE: A10A	
AGENCY NAME:	PREPARED BY:				

GASB-#3 CREDIT RISK CLASSIFICATIONS

CASH CLASSIFICATIONS

INSURED	UNINS / COLLAT	UNINS / UNCOLLAT	TOT OF ALL CASH
----------------	-----------------------	-------------------------	------------------------

INVESTMENT CLASSIFICATIONS

INVESTMENT TYPE	+----- CATEGORY A -----+	+----- CATEGORY B -----+
	MARKET VALUE CARRY VALUE	MARKET VALUE CARRY VALUE
COMMERCIAL PAPER		
BANKERS ACCEPTANCE		
U.S. GOV SECURITIES		
REPURCHASE AGREEMENT		
REV REPURCHASE AGREE		
OTHER		
COLUMN SUBTOTALS		

DATA ENTRY INSTRUCTIONS :

This form MUST have information entered IF your agency has reported ANY CASH and/or INVESTMENTS. Use the TAB key to move from one field to another. Do not press ENTER until entire document is completed. Remember, amount fields will right justify and **GMEN** will calculate totals when you press ENTER.

Using the completed *FY 2007 GAAP* package Form *A10* as your source document :

- 1) Complete the HEADER. Be sure **ACTION** field equals "A". If this document does not apply to your agency, TAB over to the N/A field and TYPE an " X ". (This is possible only if you have reported NO cash or investments on documents **A4B** or **A6A**. If this field is left blank, you must enter **FY 2006** information on the balance of the document.
- 2) TAB to line # 1, Cash Classifications, and enter amounts from GAAP package form **A10** in appropriate columns. Do NOT enter decimals and cents ! Round all amounts to the nearest dollar. Total of all cash is calculated for you by **GMEN**. This total must agree with the grand total of all cash from document **A4B**. If not, you will receive an error message. TAB down to investment classifications.
- 3) Enter the amounts for classification *categories A & B* from the *GAAP* package form **A10**. *Category C* and totals columns are continued on Document **A10B**. When entry on this document is complete, **GMEN** will automatically continue to Document **A10B**.
Be sure **ACTION** field equals "A", then press ENTER to continue to document **A10B**.

**DOCUMENT A10B - GASB-#3 CREDIT RISK CLASSIFICATIONS
INVESTMENT CLASSIFICATIONS CONTINUED:**

Below is a copy of Document A10B as it will appear on your terminal :

ACTION: TABLEID: GA1B	USERID:	
AGENCY CODE:	FISCAL YR: 07	N/A: PHONE #:
AGENCY NAME:	PREPARED BY:	

PAGE: A10B

INVESTMENT CLASSIFICATIONS

INVESTMENT TYPE	+----- CATEGORY C -----+	+--- TOTAL - ALL CATEGORIES-----+
	MARKET VALUE CARRY VALUE	MARKET VALUE CARRY VALUE
COMMERCIAL PAPER		
BANKERS ACCEPTANCE		
U.S. GOV SECURITIES		
REPURCHASE AGREEMENT		
REV REPURCHASE AGREE		
OTHER		
COLUMN SUBTOTALS		
GRAND TOTAL		

DATA ENTRY INSTRUCTIONS :

This form continues the data entry of credit risk classification for investments with Category C and the Totals columns. Use the TAB key to move from one field to another. Do not press ENTER until entire document is completed. Remember, amount fields will right justify and **GMEN** will calculate totals when you press ENTER. If you have any questions or need assistance with this form, contact Karen Chrisler 672-5506.

Continue using the completed GAAP package Form A10 as your source document :

- 1) Complete the HEADER. Be sure the **ACTION** field equals "A". If this document does not apply to your agency, TAB over to the N/A field and TYPE an "X". (This is possible only if you have reported NO cash or investments on documents **A4B** or **A6A** **OR have no investments classified in categories A & B**. If this field is left blank, **FY 2006** information must be entered on the balance of the document.
- 2) **TAB** to the appropriate field and enter the amounts for the classification categories C from the **GAAP** package form **A10**. All totals columns are calculated and entered for you by **GMEN**. Grand Total Market Value and Carry Value MUST equal the total Market Value and Carry Market Value as reported on Document **A6A**. If not, an error message will be displayed.

When all data has been entered, be sure **ACTION** field equals "A", then press ENTER. When the message **'All lines added'** is received, change **ACTION** field to "L" and press ENTER to continue to the next document - **A12**

ACTIVITY SUMMARY

The data entry screen for **Section A** of the Activity Summary –Form **A12** is shown below as it will appear on your terminal.:

ACTION:	SCREEN: GA2A	USERID:			
AGENCY CODE:	FISCAL YR: 07	N/A: PHONE #:	PAGE: A2A		
AGENCY NAME:		PREPARED BY:			
ACTIVITY SUMMARY					
AT JUNE 30					
GAAP FUND (1)	PROGRAM FEES/RECEIPTS (2)	FEDERAL GRANT REIMBURSEMENTS (3)	INTEREST EARNINGS (4)	TOTAL REVENUE (5)	TOTAL EXPENDITURES (6)

DATA ENTRY INSTRUCTIONS :

This form MUST have information entered IF your agency has reported ANY CASH and/or INVESTMENTS. Use the TAB key to move from one field to another. Do not press ENTER until entire document is completed. Remember, amount fields will right justify and **GMEN** will calculate totals when you press ENTER.

Using the completed **FY 2007 GAAP** package Form **A12** as your source document :

- 1) Complete the HEADER. Be sure **ACTION** field equals "A". If this document does not apply to your agency, TAB over to the N/A field and TYPE an " X ". (This is possible only if you have reported NO cash or investments on documents **A4B** or **A6A**. If this field is left blank, you must enter **FY 2006** information on the balance of the document.
- 2) TAB to line # 1, Enter the GAAP fund number from GAAP package form **A12** and TAB to enter amounts in Col. 2, 3, and 4 as appropriate. Do NOT enter decimals and cents ! Round all amounts to the nearest dollar. Col. 5, Total Revenue is calculated for you by **GMEN**.

When all data has been entered, be sure **ACTION** field equals "A", then press ENTER. When the message **`All lines added'** is received, change ACTION field to "L" and press ENTER to continue to the next document - **A12B**

ACTIVITY SUMMARY-Section B

The data entry screen for Section B of the Activity Summary –Form **A12** is shown below as it will appear on your terminal.:

ACTION:	SCREEN: GA2B	USERID:			
AGENCY CODE:	FISCAL YR: 07	N/A:	PHONE #:	PAGE: A2B	
AGENCY NAME:	PREPARED BY:				
AGENCY FUNDS AT JUNE 30					
ACCOUNT TYPE (1)	6/30/PRIOR YR ENDING BALANCE (2)	TOTAL ADDITIONS (3)	TOTAL DEDUCTIONS (4)	6/30/CURRENT YR ENDING BALANCE (5)	
CASH SAVINGS AND CHECKING ACCOUNTS INVESTMENTS A/R A/R DUE FROM AGENCY ACCOUNT PAYABLE A/P DUE AGENCY OTHER LIABILITIES					

DATA ENTRY INSTRUCTIONS :

This form **MUST** have information entered if your agency has reported ANY AGENCY GAAP fund 850-890 activities. Use the TAB key to move from one field to another. Do not press ENTER until entire document is completed. Remember, amount fields will right justify and **GMEN** will calculate totals when you press ENTER. **This document should be completed only after sections A4, A4B, A6 , B4A, B4C, B4E, B4G and C4A of GMEN have been entered.** Edits related to those screens may result in error messages and prevent saving of data on this screen.

Using the completed **FY 2007 GAAP package Form A12 Section B** as your source document :

- 1) Complete the HEADER. Be sure **ACTION** field equals "A". If this document does not apply to your agency, TAB over to the N/A field and TYPE an " X ". (This is possible only if you have reported NO GAAP funds 850-890. in any sections of the GAAP package. If this field is left blank, you must enter **FY 2007** information on the balance of the document.
- 2) TAB to line # 1, Enter amounts from GAAP package form **A12 Section B** in col. 2, 3, & 4 as appropriate. Do NOT enter decimals and cents ! Round all amounts to the nearest dollar. Col. 5, Total 6/30 current year balances are calculated for you by **GMEN**.

When all data has been entered, be sure **ACTION** field equals "A", then press ENTER. When the message **`All lines added'** is received, change ACTION field to "L" and press ENTER to continue to the next document - **B4A**.

DOCUMENT B4A - ACCOUNTS RECEIVABLE BALANCES SUMMARY
FY 2007 INFORMATION

Below is a copy of Document B4A as it will appear on your terminal :

ACTION: TABLEID: GB4A		USERID:					
AGENCY CODE:		FISCAL YR: 07		N/A: PHONE #:		PAGE: B4A	
AGENCY NAME:				PREPARED BY:			

ACCOUNTS RECEIVABLE SUMMARY					
LINE #	GAAP FUND (1)	A/R TO BE COLLECTED WITHIN 60 DAYS (2)	A/R TO BE COLLECTED IN 61-365 DAYS (3)	REMAINDER A/R TO BE COLLECTED (4)	TOTAL NET RECEIVABLES AT 6/30/CY (5)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
TOTAL					
COMMENTS:					

DATA ENTRY INSTRUCTIONS :

This document contains fields for the data entry of **FY 2007** information. The Dept. of Finance has entered **FY 2006** totals on document **B4B**. After entering **B4A - FY 2007** information, Leaf down to **B4B** to compare **FY 2007** information to **FY 2006**. Remember to use the TAB key to move from one field to another and do not press ENTER until entire document is completed. Amount fields will right justify and **GMEN** will calculate totals when you press ENTER. Remember to round all amounts to the nearest dollar. You must not enter decimals and cents.

Using the completed *FY 2007 GAAP* package Form B4 - Screen 1 section as your source document :

- 1) Complete the HEADER. Make sure **ACTION** field equals "A". If this document does not apply to your agency, TAB over to the N/A field and TYPE an "X". If this field is left blank, you MUST enter FY 2007 information.
- 2) TAB to line # 1, Col # 1. Enter the 3-digit **GAAP** FUND from the first line of **GAAP** package Form **B4**.
- 3) TAB to Col. #2, A/R to be collected within 60 days. Enter the *FY 07* amount from Col # 2 **GAAP** package Form **B4**.
- 4) TAB to Col # 3, A/R to be collected in 61-365 days. ENTER the *FY 07* amount from Col #3, **GAAP** package form **B4**.
- 5) TAB to Col # 4, Remainder of A/R to be collected. ENTER the *FY 07* amount from Col #4, **GAAP** package form **B4**.

Col # 5, Total Net Receivables at 6/30/CY is calculated and entered by *GMEN*. When entry is complete, enter any **COMMENTS** as required. Verify that the **ACTION** field equals "**A**", then press ENTER. When message '**All lines added**' is received, change **ACTION** field to "**L**" then press ENTER to continue to next form.

**DOCUMENT *B4B* - ACCOUNTS RECEIVABLE BALANCES SUMMARY
FY 2006 INFORMATION**

Below is a copy of Document **B4B** as it will appear on your terminal :

ACTION: TABLEID: GB4B USERID:		PAGE: B4B	
AGENCY CODE:		FISCAL YR: 07	
AGENCY NAME:			
ACCOUNTS RECEIVABLE SUMMARY (PRIOR YEAR)			
LINE #	GAAP FUND (1)	A/R TO BE COLLECTED WITHIN 60 DAYS (2)	A/R TO BE COLLECTED IN 61-365 DAYS (3)
1.			REMAINDER A/R TO BE COLLECTED (4)
2.			TOTAL NET RECEIVABLES AT 6/30/CY (5)
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL			
COMMENTS:			

This document is **SCAN ONLY**. Information on this screen has been entered by Dept. of Finance personnel, using your **FY 2006 GAAP** package. This information is for comparison purposes only. The **GAAP** funds and amounts you have entered in screen 2 of **GAAP** package form **B4** should be the same as the **GAAP** funds and amounts reflected on this document. **You cannot change any of this information.** If corrections need to be made, please contact Karen Chrisler 672-5506. After scanning this document you may either Leaf forward to the next document (" **L** " in **ACTION** field), go Back to the previous document (" **B** " in **ACTION** field), return to the main menu (" . " in **ACTION** field) or Exit the program (change **ACTION** field to " **E** "). **DO NOT ATTEMPT TO USE ACTION CODE " A " OR " C " ON THIS FORM !** Refer to the General instructions for further information.

**DOCUMENT *B4C* - ACCOUNTS RECEIVABLE BALANCES SUMMARY
FY 2007 INFORMATION**

Below is a copy of Document *B4C* as it will appear on your terminal :

ACTION:	SCREEN: GB4C	USERID:			
AGENCY CODE:	FISCAL YR: 07	N/A:	PHONE #:	PAGE: B4C	
AGENCY NAME:	PREPARED BY:				
ACCOUNT RECEIVABLE SUMMARY - CURRENT YEAR					
LINE #	GAAP FUND (1)	TOTAL RECEIVABLES AT 6/30/CY (2)	DOUBTFUL ACCOUNTS AT 6/30/CY (3)	NET RECEIVABLES AT 6/30/CY (4)	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	TOTAL				
	COMMENTS:				

DATA ENTRY INSTRUCTIONS:

- 1) Complete the HEADER. Make sure *ACTION* field equals "A". If this document does not apply to your agency, TAB over to the N/A field and TYPE an " X ". If this field is left blank, you MUST enter FY 2007 information.
- 2) TAB to line # 1, Col #1. Enter the 3-digit *GAAP* FUND from the first line of *GAAP* package Form *B4CD*.
- 3) TAB to Col. #2, Total Receivables at June 30, 2007. Enter the FY 07 amount from Col # 2 *GAAP* package Form *B4C*.
- 4) TAB to Col # 3, Allowance for Doubtful Accounts. ENTER the *FY 07* amount from Col #3, *GAAP* package form *B4C*. Enter as a positive number.
- 5) GMEN will calculate Col. #4. Compare amount to your *GAAP* pkg form *B4C* to verify accurate data entry. TAB to enter another line.
- 6) TAB to enter any COMMENTS as required.

Verify that the *ACTION* field equals "A", then press ENTER. When message '*All lines added*' is received, change *ACTION* field to "*L*" then press ENTER to continue to next form.

**DOCUMENT *B4D* - ACCOUNTS RECEIVABLE BALANCES SUMMARY
FY 2006 INFORMATION**

Below is a copy of Document ***B4D*** as it will appear on your terminal :

ACTION:	SCREEN: GB4D	USERID:			
AGENCY CODE:	FISCAL YR: 07	N/A:	PHONE #:	PAGE: B4D	
AGENCY NAME:	PREPARED BY:				

ACCOUNT RECEIVABLE SUMMARY - PRIOR YEAR

	GAAP FUND	TOTAL RECEIVABLES AT 6/30/PY	DOUBTFUL ACCOUNTS AT 6/30/PY	NET RECEIVABLES AT 6/30/PY
LINE #	(1)	(2)	(3)	(4)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
TOTAL				
COMMENTS:				

This document is **SCAN ONLY**. Information on this screen has been entered by Dept. of Finance personnel, using your **FY 2006 GAAP** package. This information is for comparison purposes only. The **2006 GAAP** funds and amounts you have entered on **GAAP** package form **B4D** should be the same as the **GAAP** funds and amounts reflected on this document. **You cannot change any of this information.** If you have questions, please contact Karen Chrisler 672-5506. After scanning this document you may either **Leaf** forward to the next document ("**L**" in **ACTION** field), go **Back** to the previous document ("**B**" in **ACTION** field), return to the main menu ("." in **ACTION** field) or **Exit** the program (change **ACTION** field to "**E**"). **DO NOT ATTEMPT TO USE ACTION CODE "A" OR "C" ON THIS FORM !** Refer to the General instructions for further information.

**DOCUMENT *B4E* - ACCOUNTS RECEIVABLE DUE FROM BALANCES SUMMARY
FY 2007 INFORMATION**

Below is a copy of Document *B4E* as it will appear on your terminal :

ACTION: R		SCREEN: GB4E	USERID:	07/26/07	01:07:56 PM
AGENCY CODE:		FISCAL YR: 07	N/A:	PHONE #:	PAGE: B4E
AGENCY NAME:		PREPARED BY:			

A/R DUE FROM OTHER STATE AGENCIES SUMMARY - CURRENT YEAR

LINE #	GAAP FUND (1)	A/R DUE FROM STATE AGENCIES WITHIN 60 DAYS (2)	A/R DUE FROM STATE AGENCIES W/IN 61-365 DAYS (3)	REMAINDER A/R DUE FROM STATE AGENCIES (4)	TOTAL NET A/R DUE FROM STATE AGENCIES (5)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
TOTAL					
COMMENTS:					

DATA ENTRY INSTRUCTIONS :

This document contains fields for the data entry of *FY 2007* information. After entering *B4E - FY 2007* information, Leaf forward to *B4G* to continue data entry. ***Document B4F will not contain any data during the FY2007 GAAP process.*** Remember to use the TAB key to move from one field to another and do not press ENTER until entire document is completed. Amount fields will right justify and *GMEN* will calculate totals when you press ENTER. Remember to round all amounts to the nearest dollar. You must not enter decimals and cents. **Using the completed *FY 2006 GAAP* package Form *B4* - Screen 1 section as your source document :**

- 3) Complete the HEADER. Make sure *ACTION* field equals "A". If this document does not apply to your agency, TAB over to the *N/A* field and TYPE an " X ". If this field is left blank, you MUST enter *FY 2007* information.
 - 4) TAB to line # 1, Col # 1. Enter the 3-digit *GAAP FUND* from the first line of *GAAP* package Form *B4*.
 - 3) TAB to Col. #2, A/R due from other agencies or funds due to be collected within 60 days. Enter the *FY 06* amount from Col # 2 *GAAP* package Form *B4E*.
 - 4) TAB to Col # 3, A/R due from other agencies or funds due to be collected in 61-365 days. ENTER the *FY 06* amount from Col #3, *GAAP* package form *B4E*.
 - 5) TAB to Col # 4, Remainder of A/R due from other agencies or funds due to be collected. ENTER the *FY 06* amount from Col #4, *GAAP* package form *B4E*.
- Col # 5, Total Net Receivables due from agencies or funds at 6/30/CY is calculated and entered by *GMEN*. When entry is complete, enter any COMMENTS as required.

Verify that the *ACTION* field equals "A", then press ENTER. When message '*All lines added*' is received, change *ACTION* field to "L" then press ENTER to continue to next form.

**DOCUMENT *B4F* - ACCOUNTS RECEIVABLE BALANCES SUMMARY
FY 2006 INFORMATION**

Below is a copy of Document *B4F* as it will appear on your terminal :

ACTION:		SCREEN: GB4F	USERID:		07/26/07 01:56:03 PM
AGENCY CODE:		FISCAL YR: 07	N/A:		PHONE #:
AGENCY NAME:		PAGE: B4F			
PREPARED BY:					
A/R DUE FROM OTHER STATE AGENCIES SUMMARY - PRIORYEAR					
LINE #	GAAP FUND (1)	A/R DUE FROM STATE AGENCIES WITHIN 60 DAYS (2)	A/R DUE FROM STATE AGENCIES W/IN 61-365 DAYS (3)	REMAINDER A/R DUE FROM STATE AGENCIES (4)	TOTAL NET A/R DUE FROM STATE AGENCIES (5)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
TOTAL		0	0	0	0
COMMENTS:					

This document is **SCAN ONLY**. Information on this screen will roll forward from the prior year. Information on this screen has been entered by Dept. of Finance personnel, using your *FY 2006 GAAP* package. This information is for comparison purposes only. The *GAAP* funds and amounts should equal the amounts from section *B4F* of your *FY2006 GAAP* package form *B-4EF*. **You cannot change any of this information online.** If corrections need to be made, please contact Karen Chrisler 672-5506. After scanning this document you may either Leaf forward to the next document (" *L* " in *ACTION* field), go **Back** to the previous document (" *B* " in *ACTION* field), return to the main menu (" . " in *ACTION* field) or **Exit** the program (change *ACTION* field to " *E* "). **DO NOT ATTEMPT TO USE ACTION CODE " A " OR " C " ON THIS FORM !** Refer to the General instructions for further information.

**DOCUMENT *B4G* - ACCOUNTS RECEIVABLE BALANCES SUMMARY
FY 2007 INFORMATION**

Below is a copy of Document ***B4G*** as it will appear on your terminal :

ACTION:	SCREEN: GB4G	USERID:	07/22/07	02:03:03 PM
AGENCY CODE:		FISCAL YR: 07	N/A: PHONE #:	PAGE: B4G
AGENCY NAME:			PREPARED BY:	

A/R DUE FROM OTHER STATE AGENCIES SUMMARY - CURRENT YEAR

	GAAP FUND	TOTAL A/R DUE FROM STATE AGENCIES AT 6/30/CY	DOUBTFUL ACCOUNTS AT 6/30/CY	TOTAL NET A/R DUE FROM STATE AGENCIES AT 6/30/CY
LINE #	1)	(2)	(3)	(4)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
TOTAL				
COMMENTS:				

DATA ENTRY INSTRUCTIONS:

- 1) Complete the HEADER. Make sure ***ACTION*** field equals "***A***". If this document does not apply to your agency, TAB over to the ***N/A*** field and TYPE an "***X***". If this field is left blank, you MUST enter ***FY 2007*** information.
- 2) TAB to line # 1, Col #1. Enter the 3-digit ***GAAP*** FUND from the first line of ***GAAP*** package Form ***B4CD***.
- 3) TAB to Col. #2, Total Accounts Receivable Due From other agencies at June 30, 2007. Enter the FY 07 amount from Col # 2 ***GAAP*** package Form ***B4G***.
- 7) TAB to Col # 3, Allowance for Doubtful Accounts. ENTER the ***FY 07*** amount from Col #3, ***GAAP*** package form ***B4G***. Enter as a positive number.
- 8) GMEN will calculate Col. #4. Compare amount to your ***GAAP*** pkg form ***B4G*** to verify accurate data entry. TAB to enter another line.
- 9) TAB to enter any COMMENTS as required.

Verify that the ***ACTION*** field equals "***A***", then press ENTER. When message '***All lines added***' is received, change ***ACTION*** field to "***L***" then press ENTER to continue to next form.

**DOCUMENT *B4H* - ACCOUNTS RECEIVABLE BALANCES SUMMARY
FY 2006 INFORMATION**

Below is a copy of Document ***B4H*** as it will appear on your terminal :

ACTION: SCREEN: GB4H		USERID:	07/22/07 02:10:27 PM	
AGENCY CODE:		FISCAL YR: 07	N/A:	PHONE #: PAGE: B4H
AGENCY NAME:		PREPARED BY:		

A/R DUE FROM OTHER STATE AGENCIES SUMMARY - PRIOR YEAR

LINE #	GAAP FUND (1)	TOTAL A/R DUE FROM STATE AGENCIES AT 6/30/PY (2)	DOUBTFUL ACCOUNTS AT 6/30/PY (3)	TOTAL NET A/R DUE FROM STATE AGENCIES AT 6/30/PY (4)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
TOTAL		0	0	0
COMMENTS:				

This document is **SCAN ONLY**. Information on this screen has been entered by Dept. of Finance personnel, using your **FY 2006 GAAP** package. This information is for comparison purposes only. The **GAAP** funds and amounts entered in section **B4H** of **your FY2007 GAAP** package form **B-4GH** should be the same as the **GAAP** funds and amounts reflected on this document. **You cannot change any of this information.** If you have questions, please contact Karen Chrisler 672-5506. After scanning this document you may either **Leaf** forward to the next document ("**L**" in **ACTION** field), go **Back** to the previous document ("**B**" in **ACTION** field), return to the main menu ("." in **ACTION** field) or **Exit** the program (change **ACTION** field to "**E**"). **DO NOT ATTEMPT TO USE ACTION CODE " A " OR " C " ON THIS FORM !** Refer to the General instructions for further information.

**DOCUMENT C4A - ACCOUNTS PAYABLE BALANCES SUMMARY
FY 2007 INFORMATION**

Below is a copy of Document C4A as it will appear on your terminal :

ACTION: TABLEID: GC4A USERID:		FISCAL YR: 07 N/A: PHONE #:		PAGE: C4A	
AGENCY CODE:		PREPARED BY:			
AGENCY NAME:					
ACCOUNTS PAYABLE SUMMARY					
	GAAP FUND	SALARY / FRINGE BEN AT 6/30/CY	ACCT PAYABLE DIRECT CLAIM AT 6/30/CY	ACCT PAYABLE AGAINST P.O. AT 6/30/CY	TOTAL ACCT PAYABLE AT 6/30/CY
LINE #	(1)	(2)	(3)	(4)	(5)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
	TOTAL				
	COMMENTS:				

DATA ENTRY INSTRUCTIONS :

This document contains fields for the data entry of **FY 2007** information. The Dept. of Finance has entered **FY 2006** totals on document **C4B**. After entering **C4A - FY 2007** information, Leaf down to **C4B** to compare **FY 2007** information to **FY 2006**. Remember to use the TAB key to move from one field to another and do NOT press ENTER until entire document is completed. Amount fields will right justify and **GMEN** will calculate totals when you press ENTER. Remember, all amounts must be rounded to the nearest dollar.

Using the completed FY 2007 GAAP package Form C4 - Screen 1 section as your source document:

- 1) Complete the HEADER. Make sure the **ACTION** field equals " A ". If this document does not apply to your agency, TAB over to the N/A field and TYPE an " X ". If this field is left blank, you must enter **FY 2007** information.
 - 2) TAB to line #1, Col #1. ENTER the 3-digit **GAAP FUND** from the first line of **GAAP package form C4**.
 - 3) TAB to Col #2, 6/30/CY *Salary & Fringe Benefits*. ENTER the **FY 07** amount from Col # 2 ,**GAAP package form C4**.
 - 4) TAB to Col #3, 6/30/CY *Accounts Payable/Direct Claim*. ENTER the **FY 07** amount from Col # 3, **GAAP package form C4**.
 - 5) TAB to Col #4, 6/30/CY *Accounts Payable/Against P.O.* ENTER the **FY 07** amount from Col # 4, **GAAP package form C4**.
- Col # 5, 6/30/CY (**FY 07**) *Total Accounts Payable* is calculated and entered by **GMEN** when you press ENTER. Verify this amount by comparing it to Col #5 on form **C4**.

When data entry is complete, including comment section. Verify that the **ACTION** field equals " A " then press ENTER. When message '**All lines added**' is received, change **ACTION** to " L ". Press ENTER to continue to next form.

**DOCUMENT C4B - ACCOUNTS PAYABLE BALANCES SUMMARY
FY 2006 INFORMATION**

Below is a copy of Document **C4B** as it will appear on your terminal :

ACTION:	TABLEID: GC4B	USERID:
AGENCY CODE:	FISCAL YR: 07	PAGE: C4B
AGENCY NAME:		

ACCOUNTS PAYABLE SUMMARY (PRIOR YEAR)

LINE #	GAAP FUND (6)	SALARY / FRINGE BEN AT 6/30/PY (7)	ACCT PAYABLE DIRECT CLAIM AT 6/30/PY (8)	ACCT PAYABLE AGAINST P.O. AT 6/30/PY (9)	TOTAL ACCT PAYABLE AT 6/30/PY (10)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
TOTAL					
COMMENTS:					

This document is **SCAN ONLY**. Information on this screen has been entered by Dept. of Finance personnel, using your **FY 2007 GAAP** package. This information is for comparison purposes only. The **GAAP** funds and amounts you have entered in section B of **GAAP** package form **C4** should be the same as the **GAAP** funds and amounts reflected on this document. **You can not change any of this information.** If corrections need to be made, please contact Karen Chrisler 672-5506. After scanning this document you may either Leaf forward to the next document (" **L** " in the **ACTION** field), go Back to the previous document (" **B** " in the **ACTION** field), return to the main menu (" **.** " in the **ACTION** field) or **Exit** the program (change the **ACTION** field to " **E** "). **DO NOT ATTEMPT TO USE ACTION CODE " A " OR " C " ON THIS FORM !** Refer to the General instructions for further information.

DOCUMENT D4 - SUPPLIES & MATERIALS INVENTORY SUMMARY

Below is a copy of Document D4 as it will appear on your terminal :

ACTION: TABLEID: G0D4 USERID:			
AGENCY CODE:	FISCAL YR: 07	N/A: PHONE #:	PAGE: D4
AGENCY NAME:	PREPARED BY:		
SUPPLIES / MATERIALS INVENTORY SUMMARY			
	GAAP FUND	SUPPLIES / MATERIALS AT 6/30/CY	SUPPLIES / MATERIALS AT 6/30/PY
LINE #	(1)	(2)	(3)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL			
COMMENTS:			

DATA ENTRY INSTRUCTIONS :

Agency data entry is only permitted in Col # 1 and # 2 on this document. These are the fields for the data entry of **FY 2007** information. The Dept.of Finance has entered **FY 2006** totals in Col # 3. Therefore, some of the **GAAP** Fund numbers may have already been entered for you in Col # 1. Use the TAB key to move from one field to another and do not press ENTER until entire document is completed. Please be sure to have all amounts rounded to the nearest dollar. You may not enter decimal points and cents on **GMEN**. Remember, fields will right justify and **GMEN** will calculate totals when you press ENTER.

Using the completed **FY 2007 GAAP** package Form **D4** as your source document :

- 1) Change the **ACTION** field to " C " to add data. (If there is NO **FY 06** information displayed in Col. #3, AND there are NO zeros in the totals line, you should use **ACTION** code " A "). Complete the HEADER INFORMATION. If this document does not apply to your agency, **TAB** to the N/A field and TYPE an "X". If this field is blank, you must enter **FY 2007** information.
- 2) TAB to line #1, Col #1. Enter the 3-digit **GAAP FUND** from line #1 of **FY 2007 GAAP** package form **D4**.
- 3) TAB to Col #2, **CY Supplies/Materials**. Enter the amount from Col #2, **FY 2007 GAAP** package form **D4**.

Col #3, **PY 06 Supplies/Materials** data has been entered by Dept.of Finance using your **FY 2006 GAAP** package as a source. Verify these amounts by comparing them to Col #2 on your **FY 2006 GAAP** Package form **D4**. Continue entering the remaining lines of coding from **GAAP** package form **D4**. Enter any COMMENTS as required

When data entry is complete, verify **ACTION** field and press ENTER. When the message '**All lines added**' is received (for ACTION " A ") or '**All lines changed**' (for ACTION " C "), change the ACTION field to "L". Press ENTER to continue to the next form.

DOCUMENT *E5* - SUMMARY OF GRANT RECEIVABLES/GRANT ADVANCES(PAYABLES)

Below is a copy of Document *E5* as it will appear on your terminal :

ACTION: TABLEID: G0E5 USERID:		FISCAL YR: 07 N/A: PHONE #:		PAGE: E5
AGENCY CODE:		PREPARED BY:		
AGENCY NAME:				

SUMMARY OF GRANT RECEIVABLES / GRANT ADVANCES (PAYABLES)

LINE #	GAAP FUND (1)	GRANT RECEIVABLES AT 6/30/CY (2)	GRANT RECEIVABLES AT 6/30/PY (3)	GRANT ADVANCES AT 6/30/CY (4)	GRANT ADVANCES AT 6/30/PY (5)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
TOTAL					
COMMENTS:					

DATA ENTRY INSTRUCTIONS :

Agency data entry is only permitted in Col # 1, 2, and 4 on this document. These are the fields containing *FY 2007* information. The Dept. of Finance has entered *FY2006* totals. Therefore, some of the *GAAP* Fund numbers may have already been entered for you. Use the TAB key to move from one field to another. Do not press ENTER until entire document is completed. All amounts entered must be rounded to the nearest whole dollar. Remember, amount fields will right justify and *GMEN* will calculate totals when you press ENTER.

Using the completed *FY 2007 GAAP* package Form *E-5* as a source document :

- 1) Change the *ACTION* field to " C " to add data. (If there is NO *FY 06* information displayed in Col. #3 or Col. #5, AND there are NO zeros in the totals line, you should use *ACTION* code " A "). Complete the HEADER INFORMATION. If this document does not apply to your agency, TAB over to the N/A field and TYPE an "X". If this field is left blank, there must be *FY 2007* information entered on the balance of the document.
- 2) TAB to line #1, Col #1 and Enter the 3-digit *GAAP FUND* number. TAB to Col #2 to continue data entry. (The *GAAP* Fund number may have been entered by the Dept.of Finance when *FY 06* information was entered in Col #3 and #5. If so, TAB to Col #2.
- 3) In Col #2-6/30/CY *Grant Receivables*, enter the *FY 07* amount from Col #2 of the *FY 04* form *E-5*.
- 4) TAB to Col #4, 6/30/CY *Grant Advances (Payables)*. Enter the *FY 07* amount from Col #4 of form *E-5*. When data entry is complete, enter any COMMENTS as required. Verify the *ACTION* field and press ENTER. When the message `All lines added' (*ACTION* " A ") or `All lines changed' (*ACTION* " C ") is received, change *ACTION* field to " L ", then press ENTER to continue to next form.

DOCUMENT F2A -SCHEDULE OF LEASE COMMITMENTS

GENERAL INSTRUCTIONS :

This document contains fields for the data entry of **FY 2007** lease information. Documents **F4A** and **F4B** summarize the information. Documents **F2** requires more detail than other documents. Each lease is entered on a separate screen. The instructions for this are provided below. Please follow instructions carefully. Use the TAB key to move from one field to another. Do not press ENTER until entire document is completed. Remember, amount fields will right justify and **GMEN** will calculate totals when you press **ENTER**. When **F2** is complete, Leaf down to **F4A** (Property) & **F4B** (Equipment) to compare and verify the totals to your source documents.

DATA ENTRY INSTRUCTIONS FOR DOCUMENT F2A :

ACTION:		SCREEN: GF2A		USERID			
AGENCY CODE:		FISCAL YR: 07		N/A:		PHONE #:	
AGENCY NAME:		PREPARED BY:				PAGE: F2	
GAAP FUND:		LEASE NO:		LEASE/PURCHASE IND Y/N:			

SCHEDULE OF LEASE COMMITMENTS AT JUNE 30

P	SPL		LEASE	CURRENT		
/	FND		END	YEAR	2008	2009
E	Y/N	LEASE	DATE	EXPENSE	EXPENSE	EXPENSE
--	---	-----	-----	-----	-----	-----
	2010	2011	2012	2013-2017	2018-2022	
	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSE	
	-----	-----	-----	-----	-----	
	2023-2027	2028-2032	2033-2037	2038-ALL	TOTAL	
	EXPENSE	EXPENSE	EXPENSE	FUTURE YEARS	FUTURE COST	
	-----	-----	-----	-----	-----	

COMMENTS:

Using the completed **GAAP** package Form **F2** as a source document :

1) COMPLETE THE HEADER.

- Make sure **ACTION** field equals " A ". If this document does not apply to your agency, TAB over to the **N/A** field and TYPE an "X". If this field is left blank, there must be **FY 2007** information entered on the balance of the document. Enter phone number and prepared by. If the **N/A** block is checked, press enter to continue to next GAAP form. Otherwise, continues with data entry as follows
- TAB to **GAAP Fund**. Enter the 3-digit **GAAP Fund**. TAB to enter the lease number.
- TAB to enter lease purchase indicator . Enter "Y" for Yes, "N" for No.

2) TAB to first line of data entry. Using **GAAP** package form **F2** as a source, complete the document as follows:

- a) Each lease must be classified **P - property** or **E - equipment** by entering **P** or **E** in the first field. This field must not be blank if there is any entry on this
- b) Each lease must be classified as **Split Funded - Y = YES, N = NO**. This field must not be blank if there is any entry on this line.
- c) Enter a **UNIQUE DESCRIPTION** to identify each lease. This description makes each line of coding unique. For Example - Xerox #1, Xerox #2, etc. This field must not be blank if there is any entry on this line.
- d) TAB to **Lease End Date** Enter the month and year from **GAAP** package form **F2** as MMY - Example 0491.
- f) Complete the remaining fields on each line using **F2** as a source. Be sure to enter amounts as whole dollars (no decimal points and cents).
- g) When data entry is complete, make sure the **ACTION** field equals "A", then press ENTER. After receiving the message, **'All lines added'**,

Change the **ACTION** field to "A" and continue to enter leases; or, when all leases have been entered,

Change the **ACTION** field to "L" and press ENTER to continue to F4A and F4B to verify lease totals.

You will need to use one document F2 for each lease

If you have any difficulty with any of the lease forms, please contact *Karen Chrisler* at 672-5506 for assistance.

DOCUMENTS *F4A* & *F4B* - SUMMARY OF LEASE LIABILITIES

Below are copies of Documents *F4A* & *F4B* as they will appear on your terminal :

ACTION: TABLEID: GF4A USERID:			
AGENCY CODE:		FISCAL YR: 07	PAGE: F4A
AGENCY NAME:			
SUMMARY OF LEASE LIABILITIES (PROPERTY)			
	GAAP	CURRENT YR	FUTURE
	FUND	LEASE EXPENSE	LEASE EXPENSE
LINE #			FUND TOTALS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL		0	0

ACTION: TABLEID: GF4B USERID:			
AGENCY CODE:		FISCAL YR: 07	PAGE: F4B
AGENCY NAME:			
SUMMARY OF LEASE LIABILITIES (EQUIPMENT)			
	GAAP	CURRENT YR	FUTURE
	FUND	LEASE EXPENSE	LEASE EXPENSE
LINE #			FUND TOTALS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL		0	0

These documents are *SCAN ONLY*. Information on these screens has been calculated by *GMEN*. *F4A* provides totals for Property leases, *F4B* provides totals for Equipment leases. Please compare these totals with *GAAP* Package form *F4* to verify the accuracy of your data entry. If you find errors, they cannot be corrected on these two documents. You must return to Document *F2* and make the corrections to the detail. If you have any questions or need assistance, please contact Karen Chrisler 672-5506. Please remember that the amount shown on the *Summary of Financial Statements* form *III* is the TOTAL future cost by *GAAP* fund (Property and Equipment totals added together by fund).

After scanning this document you may either Leaf forward to the next document ("L" in *ACTION* field), go Back to the previous document ("B" in *ACTION* field), return to the main menu ("." in *ACTION* field) or Exit the program ("E" in *ACTION* field). Refer to the General instructions for further information. To continue to the next form, be sure the *ACTION* field equals "L". Then press ENTER.

NOTE: This page replaces page 33 of the 2007 GAAP DATA ENTRY GUIDE.

DOCUMENT G-5 – ACCUMULATED SICK/VACATION LEAVE

ACTION:	SCREEN: GH3A	USERID:		
AGENCY CODE:	FISCAL YR: 07	N/A:	PHONE #:	PAGE: H3
AGENCY NAME:	PREPARED BY:			
ACCUMULATED SICK / VACATION LEAVE SUMMARY				
GAAP FUND	Sick Leave AT 6/30/CY	Sick Leave AT 6/30 PY	Annual Leave AT 6/30/CY	Annual Leave AT 6/30 PY
TOTALS:	0	0	0	0
COMMENTS:				

DATA ENTRY INSTRUCTIONS :

Agency data entry is only permitted in Col # 1, 2, and 4 on this document. These are the fields containing **FY 2007** information. The Dept. of Finance has entered **FY 2006** totals. Therefore, some of the **GAAP** Fund numbers may have already been entered for you. Use the TAB key to move from one field to another. Do not press ENTER until entire document is completed. Remember, amount fields will right justify when you press ENTER after completing all entry on document.

Using the completed FY 2007 GAAP package Form G-5 as your source document :

- 1) Change the **ACTION** field to " S ". TAB to and type your **AGENCY CODE** and the **Fiscal Year**. Press ENTER. Change the **ACTION** field to " C " to add data. (If there is NO FY 06 information displayed in Col. # 3 and # 5, AND there are no zeros in the totals column, you should use **ACTION** code "A".) Complete balance of the HEADER. If this document does not apply to your agency, TAB over to the N/A field and TYPE an " X ". If this field is left blank, there must be **FY 2007** information entered on the balance of the document.
- 2) TAB to line # 1, Col # 1 and enter the 3-digit **GAAP FUND**. TAB to Col # 2 to continue data entry. The **GAAP Fund** number may have been entered by the Dept. of Finance when **FY06** information was entered in Col #3 and #5. If so, TAB to Col #2, **6/30/CY**.
- 3) In Col # 2, **6/30/CY Sick Leave**, enter the **FY 07** amount from Col # 2, form **G-5**. TAB to Col #4, **6/30/CY**
- 4) In Col # 4, **6/30/CY Annual Leave**, enter the **FY 07** amount from form **G-5**.

When all **GAAP** funds are entered, enter any **COMMENTS** then verify the **ACTION** field and press ENTER. When 'All lines changed' or 'All lines added' message is received, change **ACTION** field to "L" and press ENTER to continue to next form-**H3A**.

DOCUMENT H3A – CONSTRUCTION-WORK-IN-PROGRESS

ACTION: SCREEN: GH3A USERID: AGENCY CODE: FISCAL YR: 07 N/A: PHONE #: PAGE: H3 AGENCY NAME: PREPARED BY:					
ANNUAL CONSTRUCTION WORK IN PROGRESS REPORT AT 6/30					
GAAP FUND	VALUE OF ALL CWIP AS OF 6/30/PY	ADJUSTMENTS TO BEGINNING VALUE 6/30/PY	ADDITIONS DURING FY END 6/30/CY	DELETIONS DURING FY END 6/30/CY	VALUE OF ALL CWIP AS OF 6/30/CY
TOTALS:	0	0	0	0	0
COMMENTS:					

DATA ENTRY INSTRUCTIONS - H-3:

Complete the header. Change the *ACTION* field to " C " to add data. (If there is NO *FY 06* information displayed in Col. #3 or COL. #5, AND there are NO zeros in the totals line, you should use *ACTION* code " A ".) Complete the HEADER INFORMATION. If this document does not apply to your agency, TAB over to the N/A field and TYPE an "X". If this field is left blank, there must be ***FY 2007*** information entered on the balance of the document.

Col. 1) *GAAP Fund* - Enter the GAAP Fund number used during payment processing.

Col. 2) *Value of CWIP as of 6/30/2006*- The 6/30/2006 total accumulated costs of CWIP will be carried forward from the previous year's GAAP package on GMEN. These amounts cannot be changed. If you have corrections/adjustments for these beginning balances, they should be made in the adjustments column (col. 3).

Col. 3) *Adjustment to Beginning Value* - Enter the amount of costs that are corrections or adjustments to the 6/30/2006 ending balance. To enter a decrease in the beginning balance, the amount is in brackets (), type a minus " - ", followed by the amount. An entry in this column, addition or (subtraction) requires an explanation in the comments section of the form.

Col. 4) *Additions During FY* - Enter the total costs for CWIP that were paid July 1, 2006 – June 30, 2007.

Col. 5) *Deletions During FY* – Enter the total costs for projects that were completed during the year and therefore should be deleted from the CWIP. **Do not type a "minus" before entering the amount.** The system contains a formula that will subtract the amount entered. Amounts deleted should be reflected as a corresponding addition to the Fixed Asset Subsystem as of June 30.

Col. 6) *Value of CWIP as of 6/30/2007* – **The total value of all CWIP as of 6/30/07 will be calculated by the system. Compare to your totals to verify accuracy of data entry.**

Repeat steps 3 through 5 as required to enter remaining data entry funds. Enter any comments. An explanation is required for any entry in col. 3. Other comments may be made as needed.

Verify the *ACTION* and press ENTER. When the message '*All lines added*' (*ACTION "A"*) or '*All lines changed*' (*ACTION "C"*) is received, change *ACTION* field to "L". Press ENTER to continue to next form.

DOCUMENT H3B – COMPUTER SOFTWARE IN PROGRESS

ACTION: SCREEN: GH3A USERID:					
AGENCY CODE:		FISCAL YR: 07 N/A:		PHONE #:	
AGENCY NAME:		PREPARED BY:			
ANNUAL COMPUTER SOFTWARE IN PROGRESS REPORT AT 6/30					
GAAP FUND	VALUE OF ALL CSIP AS OF 6/30/PY	ADJUSTMENTS TO BEGINNING VALUE 6/30/PY	ADDITIONS DURING FY END 6/30/CY	DELETIONS DURING FY END 6/30/CY	VALUE OF ALL CWIP AS OF 6/30/CY
TOTALS:	0	0	0	0	0
COMMENTS:					

DATA ENTRY INSTRUCTIONS - *H-3B* :

Complete the header. Change the *ACTION* field to "a" to add data. There should not be any data in the prior year column or the adjustments to beginning value column. Complete the HEADER INFORMATION. If this document does not apply to your agency, TAB over to the *N/A* field and TYPE an "X". If this field is left blank, there must be *FY 2007* information entered on the balance of the document.

- | | |
|---------|--|
| Col. 1) | <i>GAAP Fund</i> - Enter the GAAP Fund number used during payment processing. |
| Col. 2) | <i>Value of CSIP as of 6/30/2006</i> - The 6/30/2006 total accumulative costs of CSIP will be carried forward from the previous year. |
| Col. 3) | <i>Adjustment to Beginning Value</i> – This column should be zero. |
| Col. 4) | <i>Additions During FY</i> - Enter the total costs for CSIP that were paid July 1, 2006 – June 30, 2007. |
| Col. 5) | <i>Deletions During FY</i> – Enter the total costs for projects that were completed during the year and therefore should be deleted from the CSIP. Do not type a “minus” before entering the amount. The system contains a formula that will subtract the amount entered. Amounts deleted should be reflected as a corresponding addition to the Fixed Asset Subsystem as of June 30. |
| Col. 6) | <i>Value of CSIP as of 6/30/2007</i> – The total value of all CSIP as of 6/30/07 will be calculated by the system. Compare to your totals to verify accuracy of data entry. |

Repeat steps 3 through 5 as required to enter remaining data entry funds. Enter any comments. An explanation is required for any entry in col. 3. Other comments may be made as needed.

Verify the **ACTION** and press ENTER. When the message *'All lines added'* (**ACTION "A"**) or *'All lines changed'* (**ACTION "C"**) is received, change **ACTION** field to **"L"**. Press ENTER to continue

SUMMARY OF FINANCIAL STATEMENTS- DOCUMENTS *I, II, & III*

Documents *I, II, & III* summarize the detail information provided on Documents *A4* through *G5*. These documents are **SCAN ONLY**. Please verify their totals to your completed **GAAP** Package forms *I, II* and *III*. **You cannot make any corrections directly to these three summaries.** If you find an error, you must make the correction to the appropriate detail document. (Return to the main menu and select detail documents *A4* through *H3*). As stated on the **GAAP** Package forms, there are some additional calculations made by **GMEN** when completing these summaries -

ACCOUNTS RECEIVABLE : Interest Income on Cash, Checking & Savings Accounts (form *A4*) and Investment Accounts (form *A6A*) is first added together by **GAAP** fund and that total added to Accounts Receivable (form *B4*) to arrive at the total Accounts Receivable found in Col # 4 on Document Summary *I*.

ACCOUNTS PAYABLE : Salary/Fringe Benefits total is added to Accounts Payable Direct Claim and reported as one total in Col # 4 on Document Summary *II*.

LEASE LIABILITY: The total Five-Year Future Cost for Property (*F4A*) and Equipment (*F4B*) is added together and reported as one total in Col # 3 on Document Summary *III*.

CONSTRUCTION WORK

IN PROGRESS : *Construction-Work-In-Progress (CWIP)* total is reported on Document Summary *II*.

To view these documents, you may select form *I, II, or III* from the main menu or you may leaf forward from document *H3*. If you choose to select one of these documents from the main menu, type an "*L*" in the **ACTION** field, type an "*X*" by the summary you wish to view, and press **ENTER**. You must type an "*S*" in the **ACTION** field, enter your **USER ID**, the 6-digit Budget Unit Code (**AGENCY CODE**) and the Fiscal Year "*06*". Or, you may Leaf forward from document *H3* by making sure the **ACTION** field equals "*L*" and pressing **ENTER**. After viewing each document, you may continue to Leaf forward, go Back to previously viewed documents ("*B*" in **ACTION** field), return to the main menu to select a specific detail document (". " in **ACTION** field) or Exit the **GMEN** program completely by changing the **ACTION** field to "*E*" and pressing ENTER.

Copies of these Summary documents as they will appear on your terminal are found here and on the next page :

DOCUMENT I

ACTION: TABLEID: G00I USERID:

AGENCY CODE: FISCAL YR: 07

PAGE: I

AGENCY NAME:

SUMMARY OF FINANCIAL STATEMENTS

GAAP FUND	BANK ACCOUNTS SAVINGS / CHECK	BANK ACCOUNTS INVESTMENT	ACCOUNTS RECEIVABLE	GRANTS RECEIVABLE
----------------------	--	-------------------------------------	--------------------------------	------------------------------

TOTAL	0	0	0	0
--------------	----------	----------	----------	----------

THIS FORM CANNOT BE CHANGED. CHANGES MUST BE MADE TO THE DETAIL DOCUMENTS.

DOCUMENT II

ACTION: TABLEID: GH USERID:

AGENCY CODE: FISCAL YR: 07

PAGE: II

AGENCY NAME:

GAAP FUND	SUPPLIES / MATERIALS	IRECT CLAIM / CWIP	ACCOUNTS PAYABLE FRINGE BENEFITS	PURCHASE ORDER
----------------------	---------------------------------	-------------------------------	---	-----------------------

TOTAL	0	0	0	0
--------------	----------	----------	----------	----------

THIS FORM CANNOT BE CHANGED. CHANGES MUST BE MADE TO THE DETAIL DOCUMENTS.

DOCUMENT III

ACTION: TABLEID: GIII USERID:
AGENCY CODE: FISCAL YR: 07
PAGE: III
AGENCY NAME:

SUMMARY OF FINANCIAL STATEMENTS

GAAP FUND	GRANT ADVANCES (PAYABLES)	LEASE LIABILITY	SICK LEAVE LIABILITY	ANNUAL LEAVE LIABILITY
----------------------	--------------------------------------	------------------------	---------------------------------	-----------------------------------

TOTAL	0	0	0	0
--------------	----------	----------	----------	----------

THIS FORM CANNOT BE CHANGED. CHANGES MUST BE MADE TO THE DETAIL DOCUMENTS.

ERROR MESSAGES

On-line edits, similar to regular DFMS edits, are part of the **GMEN** program. The edits for GMEN are specific to GMEN and do not effect any other DFMS programs. If invalid information is entered on a **GMEN** document, an error message will appear at the bottom of the screen after ENTER is pressed. As in DFMS, error messages will indicate which line of coding is invalid. If you have multiple error messages, the **ACTION** field will change to " **M** ". Press ENTER to view the remaining error messages. The lines of coding on the screen will not be added to the data base until all invalid coding is corrected, clearing the error messages. Information on the system is updated only when the messages 'All lines added' or 'All lines changed' are received.

An error message that ends with a W is a warning message. Although Data entered will be saved, all related documents should be reviewed to ensure accuracy. For example, you enter forms **B4A** and **B4C** and receive the message – “**All lines Added**”. At a later date, you make a correction to **B4A**. When you press enter, you would receive the **Warning** message that **B4A** does not equal **B4C**. The data will be saved but the warning is a reminder that net receivables reported on one form now does not equal the net receivables reported on the other form and a correction must be made.

An error message that ends with a E is a message that prevents the system from saving any data entry on the form.. These messages must be eliminated to proceed with data entry.

A listing of possible error messages, their definitions and instructions of what data needs to be corrected follows on the next page. ***The changes GMEN for FY2007 are still in the testing process. Additional error messages and warnings may be added.*** If you encounter any problems with error messages, please Karen Chrisler at 672-5506.

The two most frequent situations that generate error messages are identified below:

- 1) Error message “SEC2 ACTION NOT AUTHORIZED” The first situation that causes this message is that the person attempting to use GMEN does not have security clearance for the program. Just because you have regular DFMS access, does not mean that you have specific GMEN access.

This message also appears frequently on screens that contain only current year data entry. For example **A-6** or **B-4A**, as the agency either **Leafs** forward from a prior screen or selects “**Scan**” as an action code. Each year, these screens basically do not exist until the data has been keyed – and successfully saved. For example – Division of Accounting is entering Accounts Receivable. The staff member selects “**Scan**” as an action code, enters the budget unit number **25-05-01** and fiscal year **04** and presses **Enter**. The system searches for a completed document for budget unit **25-05-01**. It cannot

find anything for the budget unit so it goes to the next completed document in the system – **30-05-01**. Since the staff person at **25-05-01** does not have security clearance to scan **30-05-01**, the system generates the error message “SEC2 ACTION NOT AUTHORIZED”.

To proceed – first type an “X” in the Action code, press enter. This deletes all data entry on the screen. Second, type an “A” in the action code, and continue with normal data entry.

- 2) The second most frequent error messages come as a group when form **A12B** is entered. This form is used to record the activity that occurred in GAAP funds 850-899 during the fiscal year. **THIS FORM CANNOT BE COMPLETED UNTIL ALL RELATED FORMS HAVE BEEN ENTERED!** You cannot enter anything on the line for Cash, Saving and Checking Accounts until forms **A4** and , **A10** have been successfully keyed. The same is true for all other lines. Error messages are generated either state the related form must be completed first or that the ending balance does not equal the ending balance on the related form. None of the data entry on form **A12B** will be saved until it agrees with all of the related data entry screens. You are advised to compare the amounts on the related GAAP package forms to A12B and ensure agreement prior to attempting to enter the document into GMEN.

GMEN ERROR MESSAGES

ERROR CODE

ERROR MESSAGE

L006

ADD KEY FOUND

You used an " ***A*** " ***Action*** code to enter data on a document that requires a " ***C*** " ***Action*** code. You must leave the document - using " ***L*** ", " ***B*** ", or " ***.*** " and start over following the data entry instructions for that document.

G258E

INVALID AGENCY

The agency code you entered either does not exist in DFMS or you do not have security clearance for that agency. Verify agency code and reenter.

G259E

MISSING AGENCY

You must enter a 6-digit budget unit code in the ***AGENCY CODE*** field.

G260E

N/A MUST BE EITHER X OR BLANK

This field must either be blank or have an " ***X*** " typed in. No other entry is valid. TAB over and re-enter.

G261E

FUND 1 NOT VALID

G262E

FUND 2 NOT VALID

G263E

FUND 3 NOT VALID

G264E

FUND 4 NOT VALID

G265E

FUND 5 NOT VALID

G266E

FUND 6 NOT VALID

G267E

FUND 7 NOT VALID

G268E

FUND 8 NOT VALID

G269E

FUND 9 NOT VALID

G270E

FUND 10 NOT VALID

The ***GAAP Fund*** entered is not valid in the DFMS system. Please check the ***GAAP*** package instructions and re-enter.

G271E

ALL AMOUNTS MUST BE NUMERIC

You may only enter numbers in the amounts columns- no commas, decimals, or alpha characters. You may not have any spaces or blanks separating numbers. Use the " ***End of field*** " key to clear the entry and re-enter using only numeric characters.

ERROR CODE**ERROR MESSAGE*****G293E******FISCAL YEAR NOT VALID***

The fiscal year entered is not valid for the date of the **GAAP** package. Please verify and re-enter.

G294E***MISSING PHONE NUMBER***

You must enter the 7-digit phone number (no dashes or spaces) of the person who prepared the **GAAP** package.

G295E***MISSING NAME IN PREPARED BY***

You must enter the name of the person who prepared the **GAAP** package.

G296E***ADJUSTMENTS REQUIRE COMMENTS***

You must provide an explanation for any amount entered in the adjustments column. TAB down to the comments section and enter an explanation.

G297E***PAGE A4B MUST BE DONE FIRST***

You cannot complete this document until you have entered document **A4B**.

G298E***TOT CASH MUST = TOT BALANCE***

The total cash classified must equal the total bank value on document **A4B**.

G299E***FUND MISSING***

You forgot to enter the **GAAP** fund.

G3003E***P-E CODE MUST BE EITHER P OR E***

You must identify leases as either property or equipment. Please enter either a **P** for Property leases or **E** for Equipment leases.

G301E***SPLIT FUND MUST BE Y OR N***

You must indicate whether a lease is split funded. This field cannot be left blank if there is any other entry on this line. Please enter either **Y** for **Yes** or **N** for **No**.

G302E***NOT A VALID MONTH***

Coding for month is 01 to 12. Please verify date and re-enter.

ERROR CODE**ERROR MESSAGE*****G303E******NOT A VALID YEAR***

Please verify year and re-enter.

G304E***NOT A VALID FUND***

The **GAAP** fund entered is not valid for your agency. Please review the instructions in the **GAAP** package and re-enter.

G305E***AMOUNTS MAY NOT BE NEGATIVE***

You may not key a negative amount in this field.

G306W***TEN FUNDS EXCEEDED***

You have entered too many **GAAP** funds for your agency. Please check your coding (according to the **GAAP** package instructions) and correct entry.

G307W***TOT CASH NOT = TOT BANK BAL***

This message is received when entering **A4B** as a warning to verify and/or complete **A10A**. It indicated that the total cash reported on form **A4B** does not equal the amount classified according to credit risk on form **A10A**.

G308W***TOT CAR VAL NOT = A10B CAR VAL***

This message is received when entering **A6A** as a warning to verify and/or complete **A10B**. It indicates that the current total carrying value reported on form **A6A** does not equal the total carrying value classified according to credit risk reported on **A10A & A10B**.

G309W***TOT MAR VAL NOT = A10B MAR VAL***

This message is received when entering **A6A** as a warning to complete **A10**. It indicates that the total market value reported on **A6A** does not equal the total market value classified according to credit risk reported on **A10A & A10B**.

G310E***PAGE A6A MUST BE DONE FIRST***

You must complete the data entry of **A6A**, Investment balances before you enter the credit risk information on **A10**.

ERROR CODE**ERROR MESSAGE*****G311E******TOT CAR VAL NOT = A6A CAR VAL***

The total of the carry values entered on ***A10*** must equal the total carry value reported on ***A6A***. No information will be saved until error is cleared.

G312E***TOT MAR VAL NOT = A6A MAR VAL***

The total of the market values entered on ***A10*** must equal the total market value reported on ***A6A***. No information will be saved until error is cleared.

G313E***PAGE A10A MUST BE DONE FIRST***

You must complete ***A10A*** before entering ***A10B***. If your cash/checking = zero and category A & B = zero, you must type an " X " in the ***N/A*** field on page ***A10A*** before continuing to ***A10B***.

G315W***TOT CAR VAL NOT = A6A CAR VAL***

This message is received when entering ***A10A*** as a warning that the carrying value reported on ***A6A*** does not equal the amount classified in section ***A10A*** and that the user needs to verify that the entry is correct and/or complete ***A10B***.

G316W***TOT MAR VAL NOT = A6A MAR VAL***

This message is received when entering ***A10A*** as a warning that the market value reported on ***A6A*** does not equal the amount classified in section ***A10A*** and that the user needs to verify and/or complete ***A10B***.

G3170***HEADER INFORMATION ADDED***

This message is received when only the header is completed and ***N/A*** has an " X " on a document.

G3171***HEADER INFORMATION CHANGED***

This message is received when you change the information on the header.

G320E***ENTERED VALUE EXCEEDS MAXIMUM***

The amounts columns are set up to allow entry of up to 999,999,999.